


SMOKE-FREE WORKPLACE POLICY	APPROVAL:  Mark A. Lauretti, Mayor	August 20, 2024
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## CITY OF SHELTON SMOKE-FREE WORKPLACE POLICY

### Purpose

To protect and enhance air quality and contribute to the health and well-being of all employees, the City of Shelton maintains a smoke-free environment across all its buildings and properties. This policy prohibits the use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (e-cigarettes), on City premises.

### Scope

This policy applies to all City of Shelton work sites, including City-owned vehicles.

### Policy

1. **Prohibition of Smoking:** Smoking is strictly prohibited in all enclosed areas within City work sites, including but not limited to:

- Common work areas
- Conference and meeting rooms
- Offices
- Hallways
- Lunchrooms
- Stairs
- Restrooms
- Employer-owned vehicles
- All other enclosed facilities

2. **Designated Smoking Areas:** Smoking is only permitted outdoors and must be conducted away from all building entrances, pathways, and walkways. Smoking near any facility entrances or exits is prohibited.

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3. **Personal Vehicles:** Employees may smoke in their personal vehicles, provided all smoke and tobacco products are contained within the vehicle. Smoking or tobacco products must not create smoke or residue that affects others walking to or from their cars or any other destination on City property.

4. **Breaks:** No additional breaks will be granted to smoking employees.

5. **Disposal:** Smokers and users of tobacco products must dispose of cigarette butts, and other tobacco remains in designated containers to maintain a clean environment for all employees and visitors.

**Enforcement**

Failure to comply with this policy may result in disciplinary action in accordance with City policy.

**Acknowledgment**

By signing below, I acknowledge that I have received, read, and understand the City of Shelton's Smoke-Free Workplace Policy.

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**Name (Print)**

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**Signature** **Date**